

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Administrative Assistant

JOB NUMBER: TGO 451-08

NOTE: Sections in the box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent required. (**Copy of either document must be submitted with application**)

SKILLS:

- ☐ Must have good communication skills both written and verbal.
- ☐ Must be computer literate with working knowledge of Microsoft Word, Excel, Office, Publisher, and PowerPoint programs.
- ☐ Ability to take notes and transcribe written or recorded materials.
- ☐ Familiarity with modern office machines.
- ☐ Must be able to work independently with minimal supervision.
- ☐ Must have solid interpersonal skills and the ability to work well with others.
- ☐ Must have excellent organizational and filing skills.
- ☐ Ability to compose routine business correspondence, i.e., letters, memorandums, spreadsheets, certifications, etc. (**Test required**)
- ☐ Must be able to type a minimum of 35 wpm without errors. (**Test required**)
- ☐ Must have good math skills. (**Test required**)

EXPERIENCE:

- ☐ Minimum of two (2) years secretarial work experience, answering telephones, creating and maintaining filing systems, typing, etc.
- ☐ Minimum of two (2) years working experience utilizing a personal computer.

OTHER REQUIREMENTS:

- ☐ Must have a valid state driver's license and vehicle insurance. (**Attach copy of documents with application**)
- ☐ Must be able to work in a culturally diverse environment.
- ☐ Must adhere to strict confidentiality all departmental information both seen and/or heard.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's and co-workers.
- ☐ Must attend mandatory guest service training..
- ☐ Must successfully complete and pass a National Indian Gaming Commission background investigation.
- ☐ Must be able to obtain a Class III certification, and be licensed, with the Washington State Gambling Commission and Tulalip Tribal Gaming Agency.
- ☐ Must be able to work any shift assigned to include days, swing, grave, weekends, holidays, and/or special events.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other current and past employers.

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity for the operation of a personal computer and routine paperwork.
- ☐ Ability to sit and/or stand for extended periods of time.
- ☐ Tolerance to be exposed to computer screens for extended periods of time.
- ☐ Tolerance to deal with upset and/or angry guests.
- ☐ Tolerance and ability to cope with stress and a fast paced environment.
- ☐ Tolerance to work in a smoked filled environment.

Tribal Department: Cage

Employee Classification: Non-Exempt

Job Summary: Provides administrative and clerical support to the Cage Department by performing computer processing, composing routine business correspondence, answers and screens telephone calls, responds to letters or questions from guests and/or team members. Maintains an organized and efficient record management system and keeps the Cage/Vault Director's appointment calendar up to date. Assist Cage Management in all projects necessary for business operations.

Employee Reports To: Cage/Vault Director or designee

Extent of Job Authority: Under the direction of the Cage/Vault Director, provides administrative and clerical support to the department in accordance with established policies and procedures.

Specific Duties Performed:

1. Answers and screens incoming calls routing calls to appropriate staff, taking messages, setting appointments, and/or answering routine questions.
2. Maintains an up to date appointment calendar for the Cage/Vault Director.
3. Prepares business correspondence to include monthly reports, memorandums, and business letters.
4. Responsible for routing incoming correspondence, mail, etc. to appropriate staff.
5. Research, analyze, and identifying solutions for the Cage/Vault Director on assigned projects.
6. Coordinates and communicates special projects with other department managers as directed by the Cage/Vault Director.
7. Maintains an organized and efficient record management system.
8. Assists with the development of procedures to ensure office efficiency.
9. Attends training and workshops as required to acquire new skills, update and maintain current skills.
10. Sets up travel and training arrangements for Cage/Vault Director as needed.
11. Complies with all departmental standard operating procedures.
12. Maintains the utmost confidentiality of all departmental information seen and/or heard.
13. Orders office supplies and equipment through proper procurement policies and procedures.
14. Coordinates projects and works cooperatively and in conjunction with other Tribal business entities, i.e., Tulalip Tribes, Quil Ceda Creek Casino, Tulalip Bingo, etc.
15. Transcribes notes and/or recorded materials of staff meetings, making copies of printed materials as requested.
16. Monitor budget line items, process financial paperwork, and maintains financial records.
17. Performs all other job duties as deemed necessary or requested.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$17.01 per hour

Opening Date: September 11, 2008

Closing Date: September 22, 2008 @ 4:00 pm

Please return your completed application to the Tulalip Resort Casino Receptionist by the closing date and time.

*** Required documents must be submitted prior to interviewing***